

# North Hills Christian School

2023-2024

## Upper School Student and Family Handbook



**“...equipping hearts and minds of students to impact the world for Christ.”**



*North Hills Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. North Hills Christian School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.*

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# **ABOUT NORTH HILLS CHRISTIAN SCHOOL**

## **A BRIEF HISTORY OF NORTH HILLS CHRISTIAN SCHOOL**

In 1967, North Hills Christian School grew out of the shared vision of three families: the David B. Davis family, the Roger Harrison family, and the William Ryburn family. These families wanted to provide Rowan County and the surrounding areas with the choice of an educational setting that would be both educationally challenging and spiritually transforming. While the school was originally sponsored by North Hills Presbyterian Church, it has always been non-denominational.

The school opened its doors that first year to 28 students. Today, North Hills Christian serves students from JK – 12th grade as an independent, Christian, co-ed, college-preparatory day school.

We provide an excellent education in a Christ-centered environment to any student whose family desires a Christian education - regardless of race, gender, ethnic origin, or denomination.

## **STATEMENT OF FAITH**

North Hills Christian School ministry believes the Bible to be inspired, authoritative, inerrant and infallible in the original writings. We believe there is one God, eternally existent in three persons - - Father, Son, and Holy Spirit. We believe in the deity of Jesus Christ, his virgin birth, his sinless life, his miracles, his vicarious and atoning death, his resurrection, his ascension to the right hand of the Father, and his personal return in power and glory. We believe in the absolute necessity of regeneration through the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith are we saved. We believe in the resurrection of both the saved and the lost: the saved unto the resurrection of life and lost unto the resurrection of damnation. We believe in the spiritual unity of believers in our Lord Jesus Christ. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

We further affirm to be an institution where the board, administrators, teachers, staff and supporters recognize the holistic and interdependent nature of our work together, as set forth in the Apostle Paul's analogy for the Body of Christ: acting upon our distinct and separate roles and responsibilities in the school. As an independently operated Christian school, the school is able to make a unique contribution to the Rowan County – Salisbury church community, and to the larger Body of Christ, recognized and respected for its distinct calling to hone the intellect and shape the will of our students as it imitates "the mind of Christ." As an extension of the Christian home, we take seriously the trust parents have placed in us to assist them in raising their children in the nurture and admonition of the Lord. As a part of the communities of Salisbury and Rowan County, we seek to be the salt of the earth, a beacon on a hill, as our people and programs have an impact in the world around us.

## **STATEMENT OF PURPOSE AND MISSION**

North Hills Christian School (NHCS) is affiliated with the North Carolina Department of Non-Public Instruction. The school is accredited by the Association of Christian Schools

International (ACSI) and Southern Association of Colleges and Schools (SACS), a division of AdvancEd. NHCS is entering its forty-eighth year of operation. We continue to be committed to truth and the pursuit of excellence through teaching a Christ centered biblical worldview in every discipline, building character as we nurture students towards Christian maturity, and equipping them to impact the world for Christ as servant ambassadors of the Kingdom of God. We provide a quality Christian education that will allow each student to grow intellectually, spiritually, socially, physically and aesthetically. Biblical standards of behavior, effective citizenship, and a favorable atmosphere for learning are conducive to optimum personal development.

The administration, faculty, and staff believe that the optimum development will be seen when the Christian school and the Christian home are working together to "train up the child in the way he should go." Our prayer is for each child to be drawn by the working of the Holy Spirit to a saving knowledge of Jesus Christ as their Lord and *Savior* and to desire to please Him in every aspect of one's life.

It is our desire that our school's mission statement will guide everything we do at North Hills Christian School: **"Equipping hearts and minds of students to impact the world for Christ."**

## STATEMENT OF PHILOSOPHY

Christian education compels students to serve Christ by applying what they learn in a classroom setting to their lives. Christian schools guide students as they acquire knowledge, consider how to apply it, and act on it through service. Christian schooling is more about preparing students for life and less about protecting them from life; therefore, effective Christian schools do not withdraw from culture. Instead, they teach students how to filter their thoughts about their studies of the world through the lens of Scripture, urging them to consider how they may engage and transform culture. North Hills Christian School is committed to equipping the hearts and minds of students to impact the world for Christ by educating the whole child (spiritually, intellectually, physically, and socially), using God's revelation of Himself in both His creation and His Holy Scriptures.

Because man was created a **spiritual** being, North Hills Christian School focuses upon the spirits of students. Students are created with a need to develop a deeply spiritual relationship with their Lord, Jesus Christ; the school's central focus is the encouragement and facilitation of that relationship.

Because man was created as an **intellectual** being, North Hills Christian School provides an education that challenges students to become inquisitive, discerning thinkers who love learning and who desire to know God more fully through their studies. Because God determines that which is absolutely true, it is impossible to separate the study of His creation from a Scriptural interpretation of that creation. By placing the study of the world in the proper biblical framework, NHCS allows students to reach biblical conclusions about the world they study.

Because man was created a **physical** being, within whom the Holy Spirit dwells, North Hills Christian School encourages students to offer their bodies for His use. The Christian must understand and care for the body, and the responsibility of a Christian school is to teach students how to do so. The physical world is a good and necessary part of God's creation— one that may be enjoyed without being indulged.

Because man was created a **social** being, North Hills Christian School is committed to teaching students to recognize their own unique gifts and abilities to glorify Him in positive social relationships. Students are taught to interact biblically with others, using their individual gifts and abilities to serve and encourage one another. The school fosters students as they strive to be obedient to the two greatest commandments:

*“Love the Lord your God with all your heart and with all your soul and with all your mind” “Love your neighbor as yourself” (Matt.22:37-39, NIV).*

## General Information

### ACADEMIC IMPROVEMENT MODIFICATION (AIM) PROGRAM

If a student has learning disabilities or is gifted in a particular subject / content area, North Hills Christian School may make allowances or provide opportunities for enrichment to the regular classroom curriculum. The school has a program for specialized learning, called “Academic Individualization and Modification” (AIM). If you believe your child may be able to use the services offered by this program, please contact your principal. From time to time, we may not be adequately equipped to meet a student’s learning needs. If this is the case, the school will refer you to an appropriate agency or resource.

### ATHLETICS

North Hills Christian School offers a variety of interscholastic athletic teams. At the high school level, we belong to the Southern Piedmont Athletic Association (SPAA). At the elementary and middle school levels, our teams participate in the Central Carolina Independent School Athletic Association conference (CCISAA) which competes at conference level. Our athletic teams strive to honor Christ through athletic competition by being a testimony to the world and an encouragement to all participants.

Girls’ athletic teams are offered in volleyball, basketball, cross-country, cheerleading, and softball. Boys’ teams are offered in soccer, basketball, cross-country, soccer, baseball, tennis and golf. Girls may also choose to play golf with the boys’ team. Track and field will be offered to both boys and girls. All team sports are dependent upon our enrollment and student interest.

In order to be eligible for athletic competition, a student must be in good academic and behavioral standing and be enrolled as a full time student. All students are eligible for athletic participation at the start of each school year. Athletic Eligibility checkpoints will be held regularly and consistently throughout each athletic season. High school student athletes must maintain at least a 2.25 GPA to be eligible for athletic practices and games. Middle school students who receive (2) D’s **or** (1) F will be ineligible to participate in practices and games until sufficient improvement has been shown. Eligibility may be re-gained throughout the season.

Students participating in athletic events are expected to ride the school bus to and from the event. Parents may take their athletes off the return bus ride home if they sign the team roster, indicating they are doing so.

Because coaches and attendees of sporting events represent North Hills Christian School and because they must set an example for our students, they are expected to exhibit

godly character and behavior. If a parent or coach fails to set a good example for our students on multiple occasions, he or she will be asked to discontinue attendance at North Hills' sporting events.

## AWARDS

We will recognize students each trimester for their academic achievements during chapel assembly. In addition, we will continue to hold our year-end awards by division, as well as our sports banquet.

## BEFORE AND AFTER SCHOOL CARE

In an effort to ensure our students' safety, students who are not under the supervision of a teacher must report to before or after school care if they are on campus prior to 7:45 a.m. (Elementary) or 8:00am (Upper School) or after 3:10p.m (Elementary) or 3:30 (Upper School). On early dismissal days, all students who are not under the supervision of a teacher must report to after school care. Before and after school care is available from 7:00 - 7:50 a.m. and 3:00 p.m. – 6:00 p.m. A snack is available after school, but parents may send a snack for their child, if they prefer.

All parents using before and after school care are required, by state law, to have on file, an application form and a record of physical examination for each child. Before and after school care payments must be kept up to date. Any account that becomes delinquent will forfeit the privilege of continued before and after school care for their child until the bill is paid. Before and after school care is a privilege for students; if a student presents consistent disciplinary problems during before-and-after school care hours, the Executive Director may ask the student's parents to remove him or her from the program.

BELL SCHEDULE

**High School Bell Schedule**

<u>HS Block</u> <u>Mon, Tues,</u> <u>Wed, Thurs,</u>	<u>Time</u>		<u>HS Friday</u> <u>Schedule</u>	<u>Time</u>
<b>1st Block</b>	*8:15-9:25		<b>1st Block</b>	8:15-9:15
<b>Passing/Break</b>	Prayer Buddies Every other Monday (9:20-9:35) 9:25-9:37		<b>Passing</b>	9:15-9:20
<b>2nd Block</b>	9:37-10:47		<b>2nd Block</b>	9:20-10:20
<b>Passing</b>	10:47-10:52		<b>Passing</b>	10:20-10:25
<b>3rd Block</b>	10:52-12:02		<b>3rd Block</b>	10:25-11:25
<b>Lunch</b>	12:02-12:32		<b>Passing</b>	11:25-11:30
<b>4th Block</b>	12:32-1:42		<b>Focus40</b> <b>Fridays</b>	11:30-12:10
<b>Passing</b>	1:42-1:45		<b>Lunch</b>	12:10-12:40
			<b>4th Block</b>	12:45-1:45
<b>5th Block</b> <b>(Specials)</b> <b>5a (Monday</b> <b>Chapel)</b> <b>5b (Monday</b> <b>Houses or</b> <b>Grade level)</b>	1:45-3:15 1:45-2:30 2:30-3:15		<b>5a Specials</b> <b>5b Specials</b>	1:45-2:30 2:30-3:15



## Middle School

<b>8:00-8:15</b>	<b>Homeroom</b>
<b>8:15-9:05</b>	<b>Period 1</b>
<b>9:10-10:00</b>	<b>Period 2</b> Prayer Buddies Every other Monday (9:20-9:35)
<b>Break</b>	Recess/Break
<b>10:20-11:15</b>	<b>Period 3</b>
<b>Lunch</b>	<b>11:15-11:40</b>
<b>11:45-12:30</b> <b>(Monday</b> <b>Chapel)</b>	<b>Special A</b> (Tues.-Thurs. and Wed. Fri. Rotations)
<b>12:34-1:16</b> <b>(Monday</b> <b>Houses)</b>	<b>Special B</b> (Tues.-Thurs. and Wed. Fri.Rotations)
<b>1:20-2:08</b>	<b>Period 4</b>
<b>2:13-3:01</b>	<b>Period 5</b>
<b>3:05-3:15</b>	<b>HR</b>

### CHAPEL

Chapel is held weekly for students in grades JK-12. Students are encouraged to participate in worship and to assume leadership in music and program presentations whenever possible. Parents are welcome to attend chapel when their children are participating, but we ask that emphasis be placed upon the worship that takes place, not the child's performance.

### OPERATING HOURS

#### Office Hours

Administrative Offices: 7:30 a.m. - 3:30 p.m.

#### Before-and-After School Care Hours

Before School Care 7:00 a.m. - 7:45 a.m.

After School Care 3:15 p.m. - 6:00 p.m.

#### School Hours

Grades JK-5 8:05 a.m. – 2:45 p.m.

Grades 6-12 8:15 a.m. – 3:30 p.m.

Reminder: Students should not arrive at school before 8:05 a.m. and should remain no later than 3:15 p.m., unless they are in the before-or-after school care program. **No student may be on campus unsupervised.** Please review our before-and after school care policy for further information.

## LUNCH

Orders for lunches must be placed through the FACTS family portal. Menus are available on FACTS. Orders cannot be placed after the communicated deadline. If the deadline for lunch ordering is missed, families will be responsible for packing lunches for the remainder of the lunch ordering period. No exceptions will be made. Lunches that are not consumed because of absences are still purchased from the caterer; the school is unable to provide refunds once a lunch is ordered. If a student is absent, parents may pick up any lunch order by the end of the school day. Lunches not picked up will be disposed of. Payment for lunches will be made online at the time of ordering.

Emergency lunches and water may be purchased and will be billed through FACTS as needed. These lunches may be picked up in the lunch service area in the lower school building.

## STANDARDIZED TESTING

TerraNova standardized tests are administered during the spring for students in grades 1st through 8th. Information will be sent to parents before testing begins and a score report will be sent home when scores are released. Students in grades 9-11 will take the Pre-ACT and ACT. Students in 12<sup>th</sup> grade with the desire to do so should arrange to take the SAT at an off-campus testing center.

## STUDENT ACTIVITIES

The purpose of the student activities program is to further develop within each student at North Hills Christian School a desire to grow in Christian character, to serve the Lord, and to enhance fellowship with other Christians. The program seeks to follow this philosophy by focusing on several objectives:

- to provide a safe place for students to share their faith
- to surround students with godly people
- to give students an opportunity to work together to develop Christian leadership skills to cultivate a heart for service.

Among other activities, the school will offer family movie nights, social mixers, a science fair, a geography bee and a spelling bee. Depending on interest, a time will be set aside for students to participate in clubs and activities after school. If a student would like to start a club or activity at North Hills Christian School, he or she should speak with the principal.

## TUTORING

After school tutoring will be made available to students who need additional instructional assistance. However, space is limited. Students or parents who are interested must make arrangements for scheduled days and times with the student's principal. There will be a fee of \$25.00 per hour for group sessions and \$35.00 per hour for one-on-one sessions.

## AHERA AND ASBESTOS LETTER

August 15, 2021

Dear Parents, Faculty and Staff:

This letter is written to fulfill the requirements of the State of North Carolina concerning asbestos management and to update you concerning asbestos control on the premises of North Hills Christian School.

The Environmental Protection Agency (EPA) identified asbestos as a concern to public health in schools in the 1970's. In 1986 a federal law was passed called the Asbestos Hazard Response Act (AHERA) requiring schools to take specific actions to address this concern. As a result, in 1987, the EPA issued a final rule telling school systems the steps they must follow to comply with the federal AHERA law.

This rule requires that all school systems inspect their buildings for asbestos-containing building materials (ACBM). Where asbestos is found, school systems must then develop a management plan. The school system outlines the steps they plan to take to keep building occupants safe from asbestos exposure. North Hills' "Asbestos Management Plan" is available to you during normal school hours in the Executive Director's office.

*Robert's Environmental Services* conducted the initial inspection on the premises of North Hills in 1988 and has performed re-inspections every three years. These inspections have been submitted and approved by the N.C. Department of the N.C. Department of Human Resources.

Surveillance of the existing non-friable asbestos on the campus is performed every six months as required by the AHERA. These surveillance reports are included in the management plan. We continue to monitor the condition of the non-friable ACBM on campus to ensure that it remains in good condition. Companies that are licensed to handle asbestos have removed all known friable ACBM from the buildings on the campus.

Sincerely,

Matthew W. Ward,  
LEA designee, North Hills Christian School

# School-Wide Policies

## ADMISSIONS POLICY

North Hills Christian School was founded to educate the whole person within the framework of a biblical worldview. Our founders established North Hills Christian School as an institution that would become an extension of the Christian home and Christian church in the effort to “train up a child in the way he should go...” Therefore, we ask all parents or guardians of enrolled students to be in agreement with the mission, statement of faith, and statement of philosophy of the school. The following admissions policies have been adopted to assure that standards of admission agree with the school’s philosophy and charter:

1. All guardians of students must be interviewed by the Executive Director or a principal. The admissions committee and the school board may request subsequent interviews as needed.
2. The Executive Director will admit students to the school. Admission to the school may be denied only after the admissions committee and Executive Director have reviewed an applicant’s file and have reached a collaborative decision. The Executive Director and admissions committee may refuse to admit a student with disciplinary or psychological problems, or any student who they determine has spiritual, behavioral, psychological, or academic needs that cannot be met by the school. All new students will be on probation for a period of one year. However, the Executive Director and school board reserve the right to dismiss students from their enrollment at any time for any reason.
3. Applicants in junior kindergarten through grade twelfth will be given an entrance exam to determine placement and to ensure that the school will be able to meet the prospective student’s academic needs. If a student scores below grade level on the admissions test, the committee will give additional consideration to standardized test scores, previous years’ grades, and standardized test scores from previous years to determine admission and possible evaluation for the school’s AIM program. The admissions committee may require participation in the AIM program as a condition for enrollment. Additional tuition will apply for participation in this program.

The school requires that all applicants in first through twelfth grades obtain reference forms, as follows: Two academic references. \*Please note: These references must be provided by the instructors of core courses (History, Math, Bible, English, Science).

4. Prospective kindergarten students must be five years old by July 31<sup>st</sup> of the school year. First grade students must be six years old by July 31<sup>st</sup> of the school year. A birth certificate must be presented, along with vaccination records.
5. Parents must state that they have read and agree with the statement of faith of the school and agree to have their children educated in accordance therewith.
6. If an applicant feels that an admissions decision is inconsistent with this policy, he or she may appeal the decision to the school board within thirty days of the admissions determination.

7. Parents will be notified as soon as possible of acceptance or rejection of their children into North Hills Christian School. Students may be enrolled once they have been accepted to the school and all applicable fees have been received.

## APPEARANCE STANDARDS (DRESS CODE)

In an effort to be consistent with Biblical standards, our primary focus with regards to our appearance standard is on the modesty issues of student attire and overall appearance. Current styles pose problems in the area of modesty, and there is no doubt that future styles will as well. We want our students to learn principles of modesty while being able to still dress in style. If current styles are immodest, then the student must choose not to wear that style or to modify it. Additionally, what is modest in one setting may not be in another. Students should use discretion with their attire. All clothes should fit properly and not be oversized or too tight.

**Note: All elements of student attire should not be a distraction or display inappropriate material, as determined by school administration.**

**Shoes:** All students' shoes must be secured as designed.

**Tattoos:** Tattoos displaying inappropriate material are not permitted and must be covered.

**Hats/Hoods:** Hats and hoodies are permitted, but hoods should not be worn on the head in the school buildings.

**Shirts:** Skin must not be visible between the bottom of the shirt and the top of the pants/skirt (midriff) during normal school activities such as sitting at a desk or getting books from a locker. Girls must wear modest necklines so that no cleavage is visible.

Sheer tops are not permitted unless worn with at least a full tank or undershirt. Girls' tops may be sleeveless as long as the straps are at least 3-fingers wide and undergarments are not showing. Spaghetti-strapped tops are not permitted. Shirts may not have inappropriate or offensive writing or pictures (i.e. guns, drugs, tobacco or alcohol references, sexual innuendo)

**Skirts/ Dresses:** Slits and hems must be longer than fingertip length, when the student is standing upright with arms at their sides. Tops of dresses must fit appropriately and show no cleavage. Dresses may be sleeveless as long as the straps are at least 3-fingers wide and undergarments are not showing. Spaghetti-strapped dresses may only be worn if a t-shirt is worn underneath.

**Pants/Shorts:** Small rips and holes in pants are permitted but must be no higher than fingertip-length. Length of shorts can be no shorter than fingertip length, when the student is standing upright with arms at their sides.

Bottoms should fit appropriately. No undergarments should be visible when wearing shorts or pants. Leggings and jeggings are permitted as pants as long as a top that is no shorter than fingertip length (when the student is

standing upright with arms at their sides) is worn. Athletic shorts and athletic pants are permitted as long as they adhere to all other standards for appearance.

## ARTICLES PROHIBITED

Items that are considered dangerous or inappropriate for school include, but are not limited to the following items: knives, guns (firearms), alcohol, tobacco and tobacco products, drug paraphernalia (including vaping products and e-cigarettes), medications (unless prescribed, to be administered by office personnel), Smartwatches, Pokemon and other trading cards. Please see the school dress code for additional clothing, lunch, backpack, and headgear restrictions. Students suspected of having prohibited items will be subject to a search of their locker, backpack, personal items and person.

## CELL PHONES

Lower school cell phone policy will be addressed in the lower school handbook. Upper school cell phone policy is addressed later in this handbook.

## CHILD ABUSE

In compliance with North Carolina state statutes, any faculty or staff member who has reason to suspect child abuse or neglect must report the suspected abuse to the Executive Director and to Social Services. A full child abuse policy may be viewed in the Faculty policy manual, which is available to parents and students upon request to the principal(s)

## CLASS TIME

The school is committed to providing students with instruction that will support and encourage lifelong learning. Students should respect the rights of others by not being disruptive and the school may employ the parents' assistance in ensuring that their children behave appropriately during class.

## CLOSED CAMPUS POLICY

NHCS maintains a closed campus policy. This means that all students come and remain on campus for the entire school day. No visitors, parents, or other students are allowed on campus without first checking in at the visitor's lobby of the 100 building to obtain a visitor's pass. Parents and visitors will **not** be permitted in any NHCS buildings without this visitor's pass. All student visitors during the school day must be alumni of the school or siblings of an enrolled student. Campus visitors who are related to a student may request to join students for lunch, if they have a cleared background check on file.. Youth Pastors may also request to join a student, if parent/custodial consent is given and they have a cleared background check on file. Classes may be joined only with permission from the principal and the instructor.

## COMMUNICABLE DISEASES, ILLNESS, AND MEDICATIONS

At various times throughout the year, students may become ill. We do not have a school nurse, but our school staff is trained and prepared to deal with emergency situations. If a student becomes ill at school, he should report to the office. Office personnel cannot

provide medications to students without prior parental approval, but will be able to provide first aid.

## COMMUNITY SERVICE

Community service is an essential part of a Christian education. Scripture calls all of God's people to fellowship and to serve one another. North Hills Christian School is committed to providing a well-rounded, character-building education, which includes a robust community service program. More information regarding the community service program at NHCS is available upon request.

## CRISIS MANAGEMENT

A school crisis is an incident occurring under school control or in the community that negatively affects a large number of students, staff, and / or other members of the school community. In the case of an immediate threat to the safety or welfare of students, faculty, staff, students, and campus visitors must be prepared to readily follow the instructions of faculty and staff members. If they are on campus, parents and visitors will be required to participate in lockdown drills, fire drills, tornado drills, and evacuation procedures. A full copy of the school's crisis management plan is available in the office of the Executive Director. Evacuation maps are posted by the door in each classroom.

## DEFAMATION

Students may not say or write any defamatory comments about the school, its students, or its employees, either in-person or in writing (including social media and online outlets). If a student defames the school, he or she will be subject to discipline.

## DISCIPLINE

The Word of God teaches the necessity of positive correction. As we discipline our students, let us do so by exercising our authority in harmony with God following the principles given in Matthew 18 and Hebrews 12.

Students are expected to conform to standards that are consistent with biblical precepts. This includes high standards of courtesy, kindness, morality, respect, and honesty. Philippians 2 exhorts us to "have this attitude in yourselves which was also in Christ Jesus", and to "do all things without grumbling or disrespect." Christian standards should carry over into attitudes, language, grooming, dress, recreation, and habits. Parents are asked to support the school in requiring students to uphold these standards.

Since the school disciplines in accordance with the principles of Matthew 18, it is important for students, parents, and teachers to understand that discipline is aimed at restoration of the student, not punishment. This means that discipline is sometimes handled on a case -by-case basis. On occasion, the administration of the school will observe that a student is making consistent progress towards meeting the school's standards, and the administration may choose to exercise grace in the application of disciplinary guidelines. Thankfully, God takes those He has called as they are and works to mold them into the character of Christ.

The school **will not**, however, tolerate behavior that is disruptive to the learning process or that adversely affects other students, including bullying of other students. Because

situations vary widely and in an effort to be consistent with our philosophy of discipline, student discipline is handled on a case by case basis.

North Hills Christian School has a “family friendly” rule for the issue of public displays of affection while students are on school grounds and at school functions. Therefore, students at NHCS are to refrain from public displays of affection such as kissing, holding hands, or inappropriate hugging. Students who engage in sexual activity, on or off campus, will be subject to disciplinary action.

\*\*\*\*SPECIFIC DETAILS REGARDING DISCIPLINE ARE INCLUDED IN THE DIVISION SPECIFIC SECTIONS OF HANDBOOKS\*\*\*\*

## EARLY DISMISSALS

Whenever possible, appointments should be scheduled after school hours. When this cannot be arranged, early dismissal must be coordinated through the school office. A note from the parent giving the reason for the dismissal must be presented to the school secretary before permission for the dismissal is granted. Whenever possible, notification of this absence should be given to the office prior to the absence. Students may prearrange absences (with approval from the principal) if the period of an absence will exceed three days. If an absence is prearranged, the student may be provided with his or her regular class assignments in advance, but all work must be completed within a week of the student’s return.

## FIELD TRIPS

Field trips are designed for educational purposes and to augment the curriculum, so they are not optional. Students are expected to participate in the planned activity and to follow the NHCS field trip dress code. Students are expected to ride the school bus to and from all field trips unless prior approval is documented. The school must receive permission from parents before a child will be permitted to attend a field trip. **Parent chaperones must have a current background check through NHCS. If school-age siblings attend a trip that is not scheduled for their current grade level, they will be marked as unexcused absence.**

## FINANCIAL POLICIES

Scripture calls each of us to be faithful stewards of our resources. Tuition payments should be made on the appropriate date to assist in the efficient operation of the school ministry. NHCS contracts with an organization called FACTS to manage the school’s tuition and before-and-after school care charges. Parents are required to sign up for payments (link on the school’s home page) by automatic withdrawal from a checking or savings account or by automatic payment with a credit card. Once the account is set up, parents will not need to sign up again for the next school year. Parents are notified by mail or telephone if their accounts are delinquent. Families may be asked to discontinue use of before-and-after school care, not participate in athletic events and field trips, or even to withdraw from the school if their account becomes delinquent. Please contact the school if you have an unexpected financial hardship.

## FIRE DRILLS

Fire drills will be held monthly throughout the school year. These drills are for student and staff safety. All rooms have a sign posted designating the exit to be followed during a fire



drill. Whenever the fire alarm for a fire drill is sounded, everyone (students, faculty, staff, and visitors) in the school building must leave the building immediately.

## FUNDRAISING AND COLLECTIONS

Fundraisers must be approved by the Executive Director. If you would like to hold a school-wide, group, or individual fundraiser or collection of goods for a school event or a community organization, please speak with the Executive Director.

## HONOR ROLL

Honor roll is announced three times per year after report cards have been distributed. This public recognition is designed to honor students who have earned academic excellence through their diligence. (See Grading Scales). These students will be recognized at our trimester assemblies.

## HOMEWORK

Homework is an important component of the educational process and is given for several reasons: for mastery of material, for remediation to overcome difficulties, and for intellectual development. Students should keep a homework assignment notebook at all times to remind themselves of assignments and to inform parents of work to be done. Students are expected to complete homework assignments because each assignment is valuable and an integral part of evaluation.

Due to Wednesday night church services for many of our families, no homework should be assigned on Wednesdays.

If you have concerns with this, please speak to your child's teacher or principal.

## INCLEMENT WEATHER

Snow and inclement weather closings are announced through an automated email and phone call from the school, on Channel 3 (WBTV), Channel 9 (WSOC) and the North Hills Christian School social media channels (facebook.com/northhillschristianschool and Instagram: @northhillschristian). Although we may wait to hear what Rowan-Salisbury Schools have decided, our decision will not necessarily be based on the decision of Rowan-Salisbury Schools. In the event of early dismissal for inclement weather, parents must pick up their children from school as soon as possible.

## LOGO USAGE

Employees, parents, and students are not permitted to use the school's logo, trademarks, official photographs, or any other intellectual property or proprietary materials in any postings without written consent of the Director of Marketing and Communications. This includes, but is not limited to, using the North Hills Christian School name and/or logo to sponsor sports teams or events and creating marketing materials, such as T-shirts or decals. Use of the North Hills Christian School logo, trademarks, or intellectual property without prior approval from the Director of Marketing and Communications could result in a case of copyright infringement.

## LOST/FOUND

Lost and Found articles should be turned in to the office where the owner may claim the property by identifying it. Students should be sure their lockers are properly secured in order to protect their belongings. Each year many items remain unclaimed. Mark coats, sweaters, umbrellas, book bags, etc. with your name so that they can be returned when found. **We will periodically dispose of unclaimed items through local agencies, so please check the lost and found at the end of each trimester.**

## MEDICATION/SICKNESS

The following are the guidelines for administering **prescribed** medications while the student is at school:

- The specific time to take the medication.
- The student must present a parent's written permission
- The medications must be in the original bottle.

Please note that the school does not provide pain relievers such as Tylenol or Ibuprofen. Students who have been diagnosed with a communicable disease, such as measles, mumps, etc., must remain out of school until released by their doctor. Students who become aware of situations that involve vomiting or bleeding must immediately notify a member of the faculty, staff, or administration. The receptionist will call the parent of any child who becomes ill while at school. Strict precautions must be taken to prevent passing on communicable diseases. Students must be free from symptoms and a fever for twenty-four hours without medications before they will be permitted to return to school after an illness.

## PARENT COMMITMENT

**We understand** that North Hills Christian School will teach that the Bible is the inspired Word of God, that it is without error, and that it is our guide for all areas of human living.

**We understand** that our children will be taught that salvation comes only through faith in Jesus Christ as Savior and Lord. If they have not already done so, NHCS will encourage children to seek the Salvation and Lordship that He offers.

**We understand** that our children will be encouraged to participate in personal and family Bible reading, study, and prayer, and to make attendance in church and Sunday school a regular part of their lives.

**We understand** that North Hills plans to cooperate with the home by reporting the progress of the children and by holding conferences with parents. We agree to support the school by our participation in the conferences and programs that pertain to our child.

**We understand** and support the school's role in carrying out discipline using appropriate measures including parent-administered punishment. We will cooperate with the school in determining means by which to bring about desired changes, when necessary, in the life of our child.

**We understand** that our children will be encouraged to perform to the best of their ability in academic work, as well as in all other endeavors. We will therefore provide the

necessary support for the homework assigned to our children and will cooperate with the teacher in helping our children develop good study habits.

**We understand** our need to set a good example for our children by being prompt, by supporting school policies, and by supporting the classroom teacher. We will attempt to set a positive tone in developing attitudes regarding school. We will therefore refrain from making negative comments to our children or to other parents; we will take our concerns to the teacher first and then to the administration if necessary. If our dissatisfaction is still unresolved, we will quietly remove our child from the school.

**We understand** that our child may be suspended or expelled if he becomes a disruptive influence in the spiritual life or educational process of the school or if he does not respond positively to the programs of the school.

**We understand** that our child represents North Hills Christian School outside the school as well as in, and that any breach of conduct that has an adverse effect on the testimony of the school will be disciplined accordingly.

**We understand** our cooperation is expected in prompt tuition payment, practical help, faithful prayer, and in special gifts, as able, inasmuch as tuition fees do not cover all costs. We realize that failure to make payments as necessary may result in the termination of some services, or in dismissal of our child from the school. We agree to read and follow the guidelines set forth in the school's statement of financial commitment.

## PARENT INVOLVEMENT

Parent involvement in North Hills Christian School is critical to the success of the school's programs. Parent volunteers of North Hills Christian School support and encourage our teachers, parents and students. Please become active in your child's learning by helping your child at home and volunteering at the school. North Hills Christian School encourages parents to become involved in the learning process.

Any parent can volunteer. Volunteers must submit to a background check.

Please contact the front office at extension 130 for information regarding volunteer opportunities

## PEANUT & OTHER FOOD ALLERGIES

**Important note:** It is impossible to create an environment that is truly peanut, tree-nut, or allergen free. Creating the illusion that North Hills Christian School is free of allergens is misleading and potentially harmful. Therefore, the following policies have been established solely in an effort to increase communication awareness about allergens, and in an effort to reduce the possibility of exposure through direct consumption or cross contamination. Parents and staff members should adhere to the following guidelines:

- 1) The school will designate specific areas as "No Peanut Zones." Students who consume lunches containing peanuts, tree-nuts, or items from a facility that processes or packages these items should not consume lunches or snacks in the "No Peanut Zones." These areas will include:
  - a. Classrooms in which there is a medically documented peanut allergy.
  - b. Designated lunch tables in lunch rooms.

- 2) In classrooms where there is a medically documented allergy:
  - a. Food items consumed within the classroom (including lunch items, snacks, and classroom party foods) should be peanut and tree-nut free. Additionally, these items should not be from a facility that produces or packages peanut-containing foods.
  - b. Parents should avoid packing peanut or tree-nut containing food items for a child's lunch and snack **if** the lunch or snack item will be consumed within the classroom environment. If the items will be consumed in the lunchroom, the student must be seated outside of the "No Peanut Zone."
- 3) Students and parents of students with known, medically documented peanut allergies must:
  - a. Provide the school with medical documentation of a student's peanut allergy.
  - b. Collaborate with the medical care provider, teachers (annually), and school administration to develop an emergency plan that will be followed in case an allergic reaction occurs.
  - c. As requested by the teachers and/or administration, provide alternate food items for their children when it is not practical to ensure that the allergy can reasonably be accommodated (i.e. some class field trips or parties).
  - d. Be aware that the school can make no guarantee or claim that items sold through the hot lunch program, vending machines, concessions, or at school events are free from allergens.

## SOCIAL MEDIA

If using social media to connect staff, students, and families by using a class Facebook group, there must be two administrators of the group who are NHCS staff: the teacher, Director of Marketing and Communications, and/or the North Hills Christian School Facebook page. The creator of the class group has 30 days from the first day of school to comply with this policy, or the Facebook group must be deleted. Students are prohibited from posting to social media during the school day. Also, it is advised that students do not take pictures during the day on school grounds and post them on social media after school hours. Students may face disciplinary action for doing so.

## STUDENT ACCIDENT INSURANCE

North Hills Christian School provides insurance protection for students, teachers and administrative staff for covered non-sport injuries that occur while:

- In or on the school grounds or premises during a period of regular attendance when school is in session.
- Traveling to or from a school activity or with a school-sponsored group, or in transportation arranged by the school.
- Participating in or attending activities directly sponsored by the school and continuously supervised by a school-designated official or employee.

Further information about our student accident insurance is available through the school's Financial Officer.

## STUDENT RECORDS

Student records are kept in a locked filing cabinet. If parents would like to obtain any information from a student's file, they must make an appointment with the Admissions Director.

## SUGGESTION/COMPLAINT PROCEDURES

We welcome your suggestions and insights and encourage you to share them with the administration. However, our school also strives to follow the principles found in Matthew 18 in dealing with parent concerns. If you have a problem that needs to be discussed, please address the person with whom you have a concern first. When the concern is related to the classroom, speak first to the teacher before you approach the school's administration. If the problem is not resolved after the teacher or staff member has been given an opportunity to address it, we welcome you to speak with the principal, and then the Executive Director about the issue. If the problem remains unresolved, you may write a letter to the school board addressing your specific concern. In obedience to God's commands to avoid gossip and malice, we encourage you to go directly to those with whom the problem exists to increase the possibility of a positive outcome rather than discussing it with other members of the school's community. The fewer number of people involved with a conflict enhances the chances of resolving that conflict easier and faster.

## TECHNOLOGY

Classroom teachers will integrate technology into the regular classroom curriculum. High school students, refer to the technology agreement form, found on the school's website.

## TELEPHONES

The school telephones are for school-related business. Students are not permitted to use the school phones without permission from the receptionist or teacher/administrator.

## TEXTBOOKS

With the exception of textbooks purchased directly by students, all textbooks issued to the student are the property of North Hills Christian School. Book covers are required on all hard-backed books. Students will return issued books and materials upon completion of the course, upon transfer, or upon withdrawal. The student will be required to pay a reimbursement fee for lost or damaged books and materials.

## TUITION, FEES, AND PAYMENT

The tuition and fee information for North Hills Christian School is made available during the initial admissions tour and upon applying for both admission and re-enrollment. Tuition and fee information is also available on the school's website and can also be requested from the office during the school year.

### **Payments:**

Parents have the option to select one of the following payment options:

- Annual - a one-time payment payable to FACTS in June.
- Semi-annual – two payments - first payment due in June, second payment due in December.
- Monthly – twelve equal payments, due on the selected due date each month (either the 5<sup>th</sup> or 25<sup>th</sup>). Payments run from June through May of each year.

A 4% late charge will be assessed on the first of each month on any unpaid tuition balance. A student may not be allowed to participate in field trips or athletics, and may be asked to withdraw if tuition payments are delinquent. Payments should be made only to FACTS Tuition Management, and not to the school.

## TUITION ASSISTANCE

The financial operation of North Hills Christian School is only partly covered by student tuition and fees; we depend upon the faithful prayers and gifts of individuals who believe in Christian education to assist in funding. Without the service of the faithful financial "givers", our educational programs could not exist. Financial contributions are IRS tax deductible.

Tuition assistance is available to families who are unable to pay full tuition. Tuition assistance is awarded on an annual basis, requiring annual re-application. The application is processed by an off-site, third-party agency and is confidential. It is our desire to make a quality, Christ-centered education financially available to most anyone who desires it for their children, so please contact us for information. Assistance is awarded based on need and availability.

## VISITORS

The administration and faculty encourage active participation of parents in the education of their children. All visitors must secure a visitor's pass from the visitor's lobby of the 100 building immediately upon arrival on campus and return the pass to the main office upon leaving campus.

If a child forgets items from home (lunch, books, homework, or other items), the items must be left with the secretary in the visitor's lobby of the 100 building. **Parents should NOT proceed to the middle/high school buildings without first obtaining a pass from the secretary in the lobby of the 100 building.**

## VOLUNTEERS

See "Parent Involvement"

## WITHDRAWALS FROM SCHOOL

Students or parents of students who withdraw from NHCS must notify the office of their withdrawal. If a student has re-enrolled for the following year and decides not to return, please obtain a withdrawal form from the financial officer, which contains the financial policies governing withdrawals from NHCS. These policies include a financial commitment of a \$750.00 withdrawal fee for reasons other than financial difficulties. All books and school materials should be returned to the appropriate teachers on the last day of regular school day attendance. All money owed to NHCS must be paid to the Financial Officer before official school records will be released.

# Upper School Policies

## 2023-2024 Discipline Guidelines

Each classroom teacher should have clearly defined behavior expectations and classroom procedures. It is advised to have assigned seating for each class. It is better to start out this way and then “ease off” as students learn the class expectations. Be consistent and fair, but also be firm. It is your classroom, you are in control!

The classroom teacher should attempt to handle any minor problems before they become serious enough to be referred to the administration. Teachers and the administration of the school will use the following guidelines to resolve disciplinary problems.

**LIST OF OFFENSES 1: Classroom offense. The following are examples of classroom behaviors that, unless persistent and dangerous, will be addressed in the classroom by the 1) teacher, and if necessary the 2) parent, then**

**3) administrator:**

- Name calling, use of bad language
- Minor fighting or pushing, instigating fighting among others
- Being disrespectful to adults or other students
- Running in hallways or other areas other than assigned play areas
- Taking others' belongings
- Not following directions
- Unauthorized talking in class
- Not completing assigned work
- Misuse of Technology
- False/misleading information to a faculty/staff member
- Public Display of Affection
- Disrespect towards school environment
- Disruptive Behavior
- Chewing Gum
- Disobedience

**These are the steps to follow when dealing with each discipline issue outlined or similar to the ones listed above:**

1. **Step One:** If the issue is any of the items above, or if the issue is not clearly defined by the system, but is not one of the ones listed below in the serious offense list, the teacher is to:
  - a. confer privately (if possible) with the student to discuss the problem. The teacher will take this opportunity to address the behavior, seek understanding, and set expectations for future behavior.
  - b. A verbal warning is to be issued.
  
2. **Step Two:** If the problem is recurring, the teacher should:
  - a. confer again with the student
  
  - b. document the incident in the behavior tab of FACTS.
  
  - c. make contact with the student's parent by telephone note (to be signed and returned), or email.
  
  - d. If necessary, the teacher should arrange for a phone call or parent-teacher conference to discuss the problem.
  
3. **Step Three:** If the problem persists, the teacher should notify the student that he is being referred to the lead teacher, or administrator for action. If the student is disruptive to the classroom/learning environment, he/she should be removed from the classroom. Any material missed from a students' removal from class may not be made up.
  
4. **Step Four:** The student will be brought to the office to discuss the situation. The administrator will contact the parents and the house advocate, and the student may receive detention, in school suspension, out of school suspension, expulsion, or another disciplinary action, as deemed appropriate by the school's administration.

**LIST OF OFFENSES 2: Serious Offense. The following are examples of behaviors that are considered serious offenses and will result in administrative intervention: (These require immediate referral to the Dean of Students or Principal)**

- Unauthorized use of cell phone (Immediate consequences outlined in prior policy)



- Violation of Appearance Standard (Immediate consequences outlined in prior policy)
- Intimidation of assault/threats to students
- Fighting/mutual altercation/physical aggression
- Major destruction of school property/vandalism
- Improper touching
- Threatening bodily harm
- Major fighting (thrown punches or kicks)
- Defacing school property
- Weapon on campus
- Severe harassing or bullying
- Possession and/or distribution of sexually explicit or pornographic material
- Possession and/or distribution of tobacco, tobacco products, vaping products and e-cigarettes
- Alcohol/drug use/possession/distribution
- Arson
- Assault/intimidation/threat toward faculty/staff member or other adult
- Threat of deadly force against student, employee, or other adult
- Battery of student, faculty/staff member, or other adult
- Breaking and entering/burglary
- False fire alarm
- Unauthorized weapons possession
- Violation of probationary agreement
- Theft
- Open defiance of a school policy
- Disrespect/open defiance towards a teacher
- Harassment/Intimidation
- Racial Slurs
- Inappropriate Language/Profanity
- Skipping Class

\*An offense not listed above does not constitute a non-violation of policy. Administration reserves the right to apply corrective actions to any offense deemed as violation for future situations.

### **CORRECTIVE ACTIONS and REDEMPTION**

The following corrective actions are among those available to the school administration for violation of the EAGLE Way. The facts and circumstances of each offense are considered fully in determining reasonable corrective actions.

- 1) Counseling
- 2) Admonition

- 3) Reprimand
- 4) Loss of privileges (ie- cell phone or electronic devices)
- 5) Parental conferences
- 6) Modification of student classroom assignment or schedule
- 7) Student behavior contract
- 8) Parent approved student work detail
- 9) Removal from class
- 10)Initiation of child study process
- 11) Referral to in-school intervention or mediation
- 12)Tasks or restrictions assigned by the principal or his designee
- 13)Detention after school or before school
- 14)Suspension from school-sponsored activities or events prior to, during, or after the regular school day
- 15)In-school suspension
- 16)Out-of-school suspension
- 17)Expulsion

We have adopted the following guidelines to help determine what level of consequence should be given to students based on the number and persistence of offenses.

**List 1 Classroom offenses:**

<b>Number of Write up</b>	<b>Lunch Detentions</b>	<b>After School Detention</b>	<b>In School Suspension</b>	<b>Saturday School</b>	<b>Out of School Suspension</b>
1	1				
2	2				
3	3				
4	4				
5	5	1			
6	5	1			
7	5	1			
8	5			1	
9	5		1	1	
10	5		1	1	

11	5				1
12	5				1
13	5				1
14	5				3
15	When a student receives 15 write ups, expulsion is likely.				

**List 2 Serious offenses:**

Each of the serious offenses will at least be one day of OSS and the student could be expelled from school, depending on severity and prior write ups.

We cannot tolerate disruption to the learning process or the right of our faculty and students to learn and work in a threat-free environment. Serious offenses will deem the immediate attention of the administration.

Detentions

Lunch detention could be assigned any day of the week that the administration feels necessary. Multiple days are possible depending on the offense or frequency of offense.

After school detentions will be held every Tuesday or Thursday afternoon from 3:30-4:30p.m. Students are expected to attend detentions, and will receive further disciplinary action if they fail to do so. Athletic events or other extracurricular activities do not excuse students from serving detentions. Detentions may be assigned for behavioral and attendance purposes (see 'Attendance' for information regarding tardy-related detentions).

In School Suspensions will be held on Tuesdays and Thursdays. Any occurrence on Thursdays, Fridays or Mondays will be assigned for Tuesday suspensions. Tuesday or Wednesday occurrences will be assigned for Thursday.

While serving a detention, students are expected to maintain certain standards of behavior:

- Students are expected to arrive punctually, with any materials needed
- No food or drinks (other than bottled water) are permitted.

- Detentions are technology-free – no laptops, tablets, phones, etc.
- Detentions should be silent – talking without permission will result in further disciplinary action.

\***Saturday detention** could be a possible consequence for administrative assignment based on need and administrative determination.

#### APPEARANCE STANDARDS:

In an effort to be consistent with Biblical standards, our primary focus with regards to our appearance standard is on the modesty issues of student attire and overall appearance. Current styles pose problems in the area of modesty, and there is no doubt that future styles will as well. We want our students to learn principles of modesty while being able to still dress in style. If current styles are immodest, then the student must choose not to wear that style or to modify it. Additionally, what is modest in one setting may not be in another. Students should use discretion with their attire. All clothes should fit properly and not be oversized or too tight.

Questions pertaining to a student's appearance will be dealt with on an individual basis.

**Please Note:** If a student arrives on school grounds in appearance standard violation, one of two options will occur:

**Option A :** The parent is notified by the school/student and will bring the student a change of clothing.

**Option B:** The student will receive a borrowed set of NHCS attire to wear and return at the end of the day.

**Please be aware of the following appearance standards:**

**Note: All elements of student attire should not be a distraction or display inappropriate material, as determined by school administration.**

**Shoes:** All students' shoes must be secured as designed.

**Tattoos:** Tattoos displaying inappropriate material are not permitted and must be covered.

**Hats/Hoods:** Hats and hoodies are permitted, but hoods should not be worn on the head in the school buildings.

**Shirts:** Skin must not be visible between the bottom of the shirt and the top of the pants/skirt (midriff) during normal school activities such as sitting at a desk or getting books from a locker. Girls must wear modest necklines so that no cleavage is visible.

Sheer tops are not permitted unless worn with at least a full tank or undershirt. Girls' tops may be sleeveless as long as the straps are at least 3-fingers wide and undergarments are not showing. Spaghetti-strapped tops are not permitted. Shirts may not have inappropriate or offensive writing or pictures (i.e. guns, drugs, tobacco or alcohol references, sexual innuendo)

**Skirts/ Dresses:** Skirt and dress hems must not come more than three inches above the crease of the back of the knee. Slits may not come above the three-inch measurement. Tops of dresses must fit appropriately and show no cleavage. Dresses may be sleeveless as long as the straps are at least 3-fingers wide and undergarments are not showing. Spaghetti-strapped dresses may only be worn if a t-shirt is worn underneath.

**Pants/Shorts:** Small rips and holes in pants are permitted but must be no higher than fingertip-length. Length of shorts can be no shorter than fingertip length, when the student is standing upright with arms at their sides.

Bottoms should fit appropriately. No undergarments should be visible when wearing shorts or pants. Leggings and jeggings are permitted as pants as long as a top that is no shorter than fingertip length (when the student is standing upright with arms at their sides) is worn. Athletic shorts and athletic pants are permitted as long as they adhere to all other standards for appearance. Pajama pants are not permitted unless they are worn in conjunction with a "spirit day" privilege.

Appearance violations will be addressed by the upper school administrative staff.

## ATTENDANCE

Students are expected to attend school regularly and punctually. In order to gain the most benefit from school, students must be in regular attendance. When a student has been absent from school the student must submit a written note signed by a parent stating the dates and number of days absent and the reason for the absence when he or she returns from the absence.

### **Tardies**

Tardies cause a significant disruption to the learning process. Every student arriving at school or at their classroom after the morning bell at 8:15am will be considered tardy and must report to the office for an admittance pass. If no written excuse is brought to the school, the tardy will be counted as unexcused. Oversleeping, traffic, etc. are not acceptable excuses for tardiness. Illness, doctor's appointment, and court appearance are considered excusable tardiness.

Students should be punctual in their arrival to their classes throughout the school day. Any student arriving to any class after the start of class will be marked tardy - faculty/staff notes or communication is required for the tardy to be excused.

Three unexcused tardies per class (grades 6-12) count as an unexcused absence.

Parents will be contacted by FACTS/Renweb when students are marked 'tardy'. For middle school and high school students, detention will be assigned for every 3 unexcused tardies. Consequences will escalate in accordance with the school's disciplinary system for repeated tardiness.

### **Absences**

Absences will be excused for the following reasons:

1. Illness or injury
2. Quarantine
3. Death in immediate family
4. Medical or dental appointments (when permission is gained prior to absence, except in case of emergency)
5. Court or administrative proceedings
6. Religious observation
7. Immediate demands of home (when immediate assistance of the student is apparent or other available help cannot be secured)
8. Educational opportunities (when permission is granted prior to the absence).

Absences not falling into these categories may be excused by the principals on a case-by-case basis. **If an absence is unexcused, the student will not be permitted to make up the work that was due for a given class.**

### **Signing In / Signing Out.**

Students may sign out only with written permission from a parent, doctor, dentist, court services, or school administrator. The request must contain the exact reason, a signature, and a telephone number where the parent, doctor, or dentist can be reached to confirm the written request. Even students who drive themselves to school must have parental permission to leave campus early.

Students with 'free' blocks, or times in their schedule without a class are permitted, with signed parent permission, to sign out and leave campus only during their free periods and lunch. Students must sign out in order to leave campus, and must sign in upon their return to campus. Failure to sign out or sign in when leaving campus will result in a loss of privileges, and may incur further disciplinary consequences.

### **AUTOMOBILES/PARKING**

The safety of our students is our highest priority. Student drivers and parents must help provide a safe arrival for all of our students by driving slowly (less than 15 mph) and by following the arrows designating the direction of traffic flow, and carefully watching for children. Student drivers' failure to follow these policies will result in a loss of driving privileges

**Drivers of middle school students (grades 6-8)** must use the West Innes Street entrance, drop students off at the modular building and exit via Sells Road.

**Parents of high school students (grades 9-12)** can enter via Sells Road, veer to the right (coming up behind the gym, stay in the middle lane and turn at the porch, dropping off at the lower sidewalk entrance to the high school, or they can enter from Innes Street, staying in the left lane, veering left, turning right and dropping off at the covered porch. Students should not be unloaded from any other portion of the parking lot. Please do not stop to drop off students in front of the main entrance (Dave and Ruth Davis Wing), but only at the end near the covered porch.

### **Escorting Students**

If the driver is planning to escort the student to the building, the driver must park in one of the designated parking spaces in the parking lot facing West Innes Street in front of the Dave and Ruth Davis Wing. The student should be escorted to the yellow crosswalk and accompanied to the building. Please cross the roadway only in the designated walkway.

### **Parking**

Student and visitor parking will be directly in front of the main entrance (Dave and Ruth Davis Wing) next to Innes Street. Administrative staff parking will be the first row next to the covered porch and teacher parking will be in the areas on either side of the crosswalk.

Similar procedures should be used for afternoon pickup. However, if a student's class has not been released for the afternoon when a parent arrives, parents must pull into a parking space so that other children can be loaded. **DO NOT PARK OR LEAVE VEHICLES IN THE PICK-UP ZONES.**

Elementary children will not be permitted to go to a parked vehicle unless accompanied by an adult. Parents who want to park their vehicles to pick up students should use the yellow crosswalk. Please refrain from crossing the driving lane areas. High school students who do not drive must wait under the porch area and are not to be in the parking lot.

**PLEASE DO NOT BLOCK LOADING / UNLOADING ZONES**, including the area in front of the carport on the Sells Road side of the parking lot, the front parking lot of West Innes Street, or the drop off / pick up line on the West Innes Street parking lot.

**Student drivers must register their cars and secure a parking permit (\$10) from the receptionist in the 100 building during student orientation or within the first week of school.**

The following information is needed to register the vehicle:

- Year, color, and make of vehicle.
- Driver's name, grade, and home phone number
- License plate number.

We have restricted parking and require student drivers to use the parking spaces at the main front entrance (Dave and Ruth Davis Wing) facing West Innes Street. The parking lot speed limit is 15 mph and all traffic signs and patterns should be obeyed.

Upon arrival at school, student drivers must immediately park their cars in the appropriate spaces, lock the doors, and report to the high school building for classes. Students are not allowed to sit in their cars before or after school or to return to cars during the school day (this rule also applies to lunchtime) without permission from a teacher or administrator. Violation of these policies may result in disciplinary action, possibly to include the suspension of driving privileges.

## **CHEATING**

If a student is found to have cheated on any of his/her coursework (including, but not limited to, plagiarism), the student may receive a zero on the assignment and further disciplinary action.

## **COURSE CHANGES**

Generally, middle / high school students will not be permitted to change courses following the add/drop period (including changes to and from honors level courses). If a course change is requested, it must be approved by the upper school principal.

## **DETENTIONS**

The school will hold detentions as needed. The discipline policy calls for detention to be used when a student has exhausted his warnings and reprimands. Students are responsible for notifying parents and for making transportation arrangements.

Detentions will be held every Tuesday and Thursday afternoons from 3:30-4:30 p.m. Students are expected to attend detentions, and will receive further disciplinary action if they fail to do so. Athletic events or other extracurricular activities do not excuse students from serving detentions. Detentions may be assigned for behavioral and attendance purposes (see 'Attendance' for information regarding tardy-related detentions). While serving a detention, students are expected to maintain certain standards of behavior:

### **Standards for Detention:**

Students are expected to arrive punctually, with all materials needed

1. No food or drinks (other than bottled water) are permitted.
2. Detentions are entertainment-free – no laptops, tablets, phones, etc.
3. Detentions should be silent – talking without permission will result in further disciplinary action.
4. Students may not work on Homework - detentions are for reflection and reconciliation purposes
5. Students are not permitted to sleep while serving detention
6. Students are not permitted to leave or use the restroom while serving detention

### **Attendance-Related Detentions:**

Students should arrive on time to each class throughout the school day. Failure to arrive punctually will result in a tardy. If a student cannot produce a note or communication from a teacher or a hall pass, the student will receive an Unexcused Tardy.

Unexcused tardies will accumulate throughout the quarter – at the end of each trimester, the attendance records are reset. An accumulation of three (3) unexcused tardies will result in the student's being assigned a detention, to be served on Tuesdays or Thursdays after school, from 3:30-4:30 pm. Detentions for attendance are not reset at the trimester.



Failure to attend a detention will result in further disciplinary action, at the discretion of the administration.

### **Discipline Philosophy and System:**

#### *Philosophy statement:*

The EXCELLENT Things, The EXCELLENT Way, The E.A.G.L.E. Way!

At NHCS, we want to excel in every way to impact the world for Christ. We realize that, through our individual actions, we affect one another and the quality of our school. Providing a safe, supportive, and respectful environment ensures students' equal access to the curriculum and enables them to achieve to their fullest potential. This is the EAGLE way!

We believe the goal of Christian discipline is self-discipline under the influence of God's Spirit in a person's life. At NHCS, we work to help students establish and practice a personal behavior that is pleasing to God and beneficial to the student and all of those around him or her. Our discipline philosophy is implemented in 3 steps:

1. Each teacher establishes a classroom discipline plan based on the upper school Code of Conduct. Teachers will address classroom discipline within the context of their discipline plan. If behaviors become dangerous or persistent, the parent and the upper school principal will become involved.
2. The Code of Conduct (outlined later in this section) also extends to the areas outside of the classroom. Certain behaviors will require administrative intervention from the outset of the violation.
3. We will encourage positive behavior expectations (The EAGLE Way), and discipline Code of Conduct violations with grace and truth.

#### *Positive Behavior Expectations:*

The EAGLE way!

North Hills Christian School Upper School has established clear expectations for behavior within the school environment that are derived from our core values. These behaviors/character traits are represented in the acronym "E.A.G.L.E."

E - Empathy (Listen and Understand)

A - Accountability (Take Responsibility)

G - Gratitude (Give Thanks)

L - Lovingkindness (Show Love and Kindness)

E - Esteem (Respect Yourself and Others)

Whenever the Code of Conduct is violated, the student will be made aware of which of these characteristics is deficient in their behavior. We will strive to use offenses as teachable moments.

### **NHCS Upper School Code of Conduct**

*The following is the North Hills Christian School (Upper School) Code of Conduct. In conjunction with this Code of Conduct, we will use “The E.A.G.L.E. way” positive behavior initiative derived from our core values and outlined above.*

#### **APPEARANCE STANDARDS:**

In an effort to be consistent with Biblical standards, our primary focus with regards to our appearance standard is on the modesty issues of student attire and overall appearance. Current styles pose problems in the area of modesty, and there is no doubt that future styles will as well. We want our students to learn principles of modesty while being able to still dress in style. If current styles are immodest, then the student must choose not to wear that style or to modify it. Additionally, what is modest in one setting may not be in another. Students should use discretion with their attire. All clothes should fit properly and not be oversized or too tight.

Questions pertaining to a student’s appearance will be dealt with on an individual basis.

**Please Note:** If a student arrives on school grounds in appearance standard violation, one of two options will occur:

**Option A :** The parent is notified by the school/student and will bring the student a change of clothing.

**Option B:** The student will receive a borrowed set of NHCS attire to wear and return at the end of the day.

**Please be aware of the following appearance standards:**

**Note: All elements of student attire should not be a distraction or display inappropriate material, as determined by school administration.**

**Shoes:** All students’ shoes must be secured as designed.

**Tattoos:** Tattoos displaying inappropriate material are not permitted and must be covered.

**Hats/Hoods:** Hats and hoodies are permitted, but hoods should not be worn on the head in the school buildings.

**Shirts:** Skin must not be visible between the bottom of the shirt and the top of the pants/skirt (midriff) during normal school activities such as sitting

at a desk or getting books from a locker. Girls must wear modest necklines so that no cleavage is visible.

Sheer tops are not permitted unless worn with at least a full tank or undershirt. Girls' tops may be sleeveless as long as the straps are at least 3-fingers wide and undergarments are not showing. Spaghetti-strapped tops are not permitted. Shirts may not have inappropriate or offensive writing or pictures (i.e. guns, drugs, tobacco or alcohol references, sexual innuendo)

**Skirts/ Dresses:** Skirt and dress hems must not come more than three inches above the crease of the back of the knee. Slits may not come above the three-inch measurement. Tops of dresses must fit appropriately and show no cleavage. Dresses may be sleeveless as long as the straps are at least 3-fingers wide and undergarments are not showing. Spaghetti-strapped dresses may only be worn if a t-shirt is worn underneath.

**Pants/Shorts:** Small rips and holes in pants are permitted but must be no higher than fingertip-length. Length of shorts can be no shorter than fingertip length, when the student is standing upright with arms at their sides.

Bottoms should fit appropriately. No undergarments should be visible when wearing shorts or pants. Leggings and jeggings are permitted as pants as long as a top that is no shorter than fingertip length (when the student is standing upright with arms at their sides) is worn. Athletic shorts and athletic pants are permitted as long as they adhere to all other standards for appearance.

Appearance violations will be addressed by the upper school administrative staff.

#### **CHAPEL ATTENDANCE:**

Chapel is an integral part of the holistic approach to fulfilling the mission of NHCS; therefore, attendance is mandatory. Failure to attend chapel without an excused absence will result in disciplinary action.

#### **HOUSE MEETING ATTENDANCE:**

House meeting time and the house organizational system is an integral part of the holistic approach to fulfilling the mission of NHCS; therefore, attendance is mandatory. Failure to attend house meetings without an excused absence will result in disciplinary action.

#### **PHONE AND OTHER ELECTRONIC COMMUNICATION DEVICES:**

**To be allowed to possess a cell phone on campus, all upper school students and parents must sign an “acceptable cell phone use contract” prior to the beginning of each school year. This includes providing the school with the student’s cell phone number and make/model/color/description of the phone. This will be provided prior**

**to the start of the school year. If this contract is not signed, the student will not be permitted to bring a cell phone on campus.**

***Middle School (Grades 6-8) policy:***

We understand that we are at a time when communication is constant. The need to stay connected with our loved ones is ever increasing. However, most middle school students have a difficult time balancing technology and social media addiction with appropriate learning atmospheres. All of our classrooms have landline phones and all of our teachers have personal cell phones. Any message needed to be given to a student can be done so throughout the school day through those communication channels. For athletic and pre/post school hour needs, students may possess a cellular telephone, smart watch or other communications device on school property. Cell phones must remain off and in the designated lock box for that grade during the day. Phones will stay in the lock box from 8:00 am until 3:05 pm each day. Parents must provide the following information to the school before a student will be allowed to bring a phone: the student's cell phone number; the cell phone make, model and color/description; and a signed cell phone possession contract.

Middle school students will not be allowed to use their cell phones unless given permission by faculty, staff, or administration. Failure to follow this policy will result in phone confiscation by administration and parent contact.

Failure to follow the above guidelines will result in:

1<sup>st</sup> occurrence: confiscation with retrieval from the front office by a parent or guardian only (not the student) and one week of lunch detention. A meeting with parent or guardian, student and administrator to be sure the phone policy is understood.

2<sup>nd</sup> occurrence: confiscation with retrieval from the front office by a parent or guardian only (not the student) and one week of lunch detention. The student will not be allowed to bring a phone on school property for a week. A meeting with parent or guardian, student and administrator to be sure the phone policy is understood.

3<sup>rd</sup> occurrence: Students will not be allowed to bring a phone on school property.

***High School (Grades 9-12) policy:***

Students may possess a cellular telephone, smart watch or other communications device on school property, provided that the device must remain off and in designated cell phone holders located in each high school classroom during instructional time. If a student possesses such a device other than as permitted in this policy, in addition to other

disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.

Parents must provide the following information to the school before a student will be allowed to bring a phone: the student's cell phone number; the cell phone make, model and color/description; and a signed cell phone possession contract.

Failure to follow the above guidelines will result in:

1<sup>st</sup> occurrence: confiscated for the rest of the day and parent is contacted by administration

2<sup>nd</sup> occurrence: 2 days cell phone restriction\* and parent is contacted by principal

3<sup>rd</sup> occurrence: The student will not be allowed to have cell phone on premises for a full week

4<sup>th</sup> occurrence: The student and parent will meet with the upper school principal to discuss a plan for cell phone use/restrictions moving forward

\*Cell phone restriction entails placing the phone in a "lock box" located in the principal's office at the beginning of the day and retrieving the cell phone at the end of the day.

Note: If another child allows someone else to use his/her phone and that person is caught using the phone, then the consequence goes against all involved.

Note: Students are not allowed to wear airPods or bluetooth headphones during class time. Those items are considered part of the cell phone and can only be used during times the cell phone is in the student's possession.

Important: Students bring phones and all other electronic devices to school at their own risk. NHCS is not responsible for lost, stolen or damaged cell phones.

**PHONES DURING AFTER-SCHOOL ACTIVITIES:** NHCS will allow the use of a portable communication device at after-school activities. Any evidence of illegal use will result in disciplinary action. NHCS will assume no responsibility in any circumstance for the loss or damage or phone bills related to a cellular phone or other communication device as specified on the form or otherwise.

## EXAMINATIONS (HIGH SCHOOL and MIDDLE SCHOOL)

We expect all middle and high school students to prepare for examinations and to complete them conscientiously. Core courses (Math, Science, English and History) that are offered as full year courses will have both a midterm exam and a final exam. Core courses that are delivered in two 2-part trimesters are given one exam per trimester.

*For example:* World Geography part A in trimester one will have an exam in trimester one. World Geography part B in trimester two will be given an exam for that trimester. There will not be a final cumulative exam for combined parts, see table 1.4a. *(Year-long classes will only have one cumulative final exam, and exemption will be determined by adding up the number of absences for a year, see table 1.4b)*

Seventh and eighth grade students will complete a multiple chapter test or unit test during the examination periods, as well as a mid-year and end of year cumulative test. All 9th -12th grade students will follow the end-of-trimester exam schedule. (Year-long classes will have exams during the trimester 3 exams schedule)

Beginning 2023-2024 school year, students will be taking exams in each trimester. All 9th through 12th students will be eligible for exam exemptions. Please see table 1.4 below for parameters.

**Table 1.4a Exam Exemptions (Trimester Courses)**

Grade Level	Grade	Absences *	Tardies *	Chapel Absence	House Absence	Focus 40 Absence	Exempt ?
9th, 10th, 11th	A	3 or less	3 or less	2 or less	2 or less	2 or less	Yes
	B	2 or less	2 or less	2 or less	2 or less	2 or less	Yes
	C	0	0	2 or less	2 or less	2 or less	Yes
12th	A	Any	Any	2 or less	2 or less	2 or less	Yes
	B	3 or less	3 or less	2 or less	2 or less	2 or less	Yes
	C	0	0	2 or less	2 or less	2 or less	Yes

**Table 1.4b Exam Exemptions (Year Long Courses)**

Grade Level	Grade	Absences *	Tardies *	Chapel Absence	House Absence	Focus 40 Absence	Exempt ?
9th, 10th, 11th	A	9 or less	9 or less	6 or less	6 or less	6 or less	Yes
	B	6 or less	6 or less	6 or less	6 or less	6 or less	Yes

	C	o	o	6 or less	6 or less	6 or less	Yes
12th	A	Any	Any	6 or less	6 or less	6 or less	Yes
	B	9 or less	9 or less	6 or less	6 or less	6 or less	Yes
	C	o	o	6 or less	6 or less	6 or less	Yes

*\*Absences or tardies in the trimester of the corresponding exam. These absences are absences of any type- excused or unexcused (AE and AU count the same for exemptions). Remember - 3 unexcused tardies for a class equal one unexcused absence. The only exception to absences will be: Bereavement leave for an immediate family member; hospitalization of the student or a parent/guardian; or school activity (field trip, college visit or sports).*

Students who believe they are exempt from an exam must fill out an exam exemption form for each course and gather appropriate documentation and signatures. These will be available from Dr. Crabtree or Mrs. Evans two weeks prior to exam time. These forms must be turned in one week prior to exam time.

## FOOD/DRINK IN THE CLASSROOM

Students may bring bottled water (with a lid) to class. Students are permitted to eat/drink in classrooms, at the teacher's discretion.

## GRADING

### **Grading Scales:**

The grading scale used at NHCS is the 4.0 alphabetical system with the numerical equivalents distributed as:

Standard courses are graded using the following scale:

<u>Numerical Grade</u>		<u>4-Point Scale</u>
90-100	= A	4.0
80-89	= B	3.0
70-79	= C	2.0
60-69	= D	1.0
< 60	= I	0.0

Honors courses are graded using the following scale:

<u>Numerical Grade</u>		<u>4-Point Scale</u>
	= A	4.5
90-100	= B	3.5
80-89		

70-79	= C	2.5
60-69	= D	1.5
< 60	= F	0.0

Dual enrollment courses are graded using the following scale:

<u>Numerical Grade</u>		<u>4-Point Scale</u>
90-100	= A	5.0
80-89	= B	4.0
70-79	= C	3.0
60-69	= D	2.0
< 60	= F	0.0

Under extenuating circumstances, the school may also issue a grade of "I" (Incomplete). In these cases, the student must make up for the outstanding work quickly or the grade will revert to an "F."

### **Grading Guidelines**

The "A" student consistently:

- engages in study and activity beyond that which is required.
- demonstrates command and proper use of appropriate vocabulary for the subject.
- contributes significantly to almost every class and/or group discussion.
- initiates a discussion by introducing a well-phrased, appropriate, and relevant question or comment.
- shows evidence of independent study.
- demonstrates an unusually high degree of interest and involvement in all course-related activities.
- demonstrates the ability to make associations and rethink problems studied with adaptation to new situations.
- makes meaningful application of ideas, is enthusiastic and personally involved in all class projects.
- sets priorities and assumes full responsibility for completion of all course work in a well-organized and thorough manner.
- is always prompt in doing required work, is alert and resourceful in selection and use of materials and equipment.
- shows evidence of exceptionally-consistent high-quality performance on all tests and assignments.

The "B" student frequently accomplishes the above requirements.

The student who qualifies for a "C" exhibits the above qualities satisfactorily.

The student who qualifies for a "D" usually makes some attempt to complete work but displays considerable inaccuracy in mastery of the factual material.

The student who qualifies for an "F" fails to complete the required quality and quantity of the course work.



Coursework for honors or advanced placement courses are given extra considerations in weighting of grades (Honors +1/2, AP +1, Dual Enrollment +1)

There will be two Honor Rolls in the middle and high school: an “All A’s Honor Roll” and an “A-B Honor Roll” in the middle school, and a GPA-based “Magna Cum Laude” (3.5-3.74 GPA) and “Summa Cum Laude (3.75+ GPA)” in the high school.

## GRADUATION REQUIREMENTS (HIGH SCHOOL)

Every student graduating from North Hills Christian School must successfully complete four years of high school course work for a diploma, including 26 credits for a College Preparatory diploma, 23 credits for a General Education diploma and 22 credits for an Occupational Track diploma. A credit is issued upon the successful completion of the academic requirements for the course, with a minimum of 130 clock hours (or the equivalent work) of classroom instruction. If a student receives a grade below “C” in Algebra I, Geometry, Algebra II, or a foreign language, the school may require the student to retake the course in a later school year or in summer school before he or she may continue to the next level. All entering freshmen at NHCS will be enrolled in the College Preparatory program unless a Career Preparatory course of study has been approved by the upper school principal, the guidance counselor, and the parent.

An efficient and effective educational program stays in transition. Evaluations and updates to the curriculum are ongoing in an attempt to keep pace with modern technology and the demands of ever changing vocational careers. A rigorous and challenging curriculum is developed around a core of subjects that must be mastered by all students. The core curriculum of study at NHCS requires communications skills (English), social studies, mathematics, science, and biblical studies each year of high school. Students are encouraged or required to supplement the basic academic courses with a selection of courses in health and physical education, foreign languages, arts, and life skills.

High school graduation requirements are as follows:

### **Academic Requirements for the College Preparatory Course of Study (26 Credits)**

Subject Area:	Required Units:
English	4 units
Mathematics	4 units
<i>(Must include Algebra I, Geometry, and Algebra II. One math above Algebra II is required. Only one year of a course in general mathematics may be used to meet NHCS graduation requirements).</i>	
Laboratory Science	3 units
<i>(Laboratory sciences include Biology, Chemistry, Advanced Biology, Physics, Advanced Placement Biology, and Advanced Placement Chemistry).</i>	
General Science	1 unit
Social Studies	4 units
<i>(Social Studies units must include at least one credit from each of the following: World Studies; US History; Economic, Legal, and Political Systems).</i>	

Bible	4 units
Health and Physical Education	1 unit
General Elective	1 unit
Fine Art Elective	2 units
Foreign Language	2 units
<i>(Foreign Language courses must be consecutive)</i>	

**Academic Requirements for the General Education Course of Study (23 Credits)**

Subject Area: Required Units:

English	4 units
Mathematics	4 units
<i>(All students must complete Algebra I, Algebra II and Geometry. Other options in addition to College Prep offerings include Finite Math Fundamentals and Statistics).</i>	

Science	3 units
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Social Studies	3 units
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Bible	4 units
Health and Physical Education	1 unit
Fine Arts	2 units
Electives	2 units

**Academic Requirements for the Occupational Track Course of Study (22 Credits)**

Subject Area: Required Units:

English	4 units
Mathematics	3 units
<i>(All students must complete Algebra I. Other options in addition to College Prep Other options in addition to College Prep offerings include Finite Math Fundamentals and Statistics).</i>	

Science	3 units
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Social Studies	2 units
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Bible	4 units
Health and Physical Education	1 unit
Fine Arts	2 units
Electives	3 units

**ADDITIONAL REQUIREMENTS FOR ALL GRADUATES**

**Testing Requirements**

Students in 9<sup>th</sup> and 10<sup>th</sup> grades take the Pre-ACT 8/9 and Pre-ACT 10, respectively. Students in 11<sup>th</sup> grade take the ACT.

### **Community Service requirements**

The requirements of the NHCS community service program are governed by the community service handbook and the section of this handbook that is entitled

Graduates of NHCS must have completed community service as follows:

1. 160 hours of individual service with reflection
2. Participation in all school organized service projects that occur during the school year

### **Senior Reflective Presentation**

Seniors must give a reflective oral presentation delivered to school faculty and staff in their final trimester before graduation.

## **HIGH SCHOOL GUIDANCE SERVICES**

The guidance counselor will meet with high school students and parents to provide support for personal issues as well as college and career preparation. It is the goal of North Hills that a variety of services be offered to the students and their parents, including orienting students and parents to the school, course selection, graduation requirement counseling, standardized testing, college admissions process, financial aid opportunities, post-secondary opportunities planning, etc. Many people are often surprised to learn that the NHCS high school has a scheduling committee that discusses each student by name and places them in the courses most appropriate for their ability and future plan. This ensures that every student meets the school's high school graduation requirements and is fully prepared to apply to some of the country's best colleges. Please contact Mrs. Evans at extension 212 with any questions or to schedule an appointment.

The school administration and their assistants monitor all student academic information and assist all students in the processing of information. Copies of transcripts, verification of attendance, academic records, immunization, etc. can be obtained from the office.

## **ADVANCED COURSES**

Honors courses are designed to offer a more challenging curriculum to the highly motivated or gifted student. Students who enroll in these courses must be serious about their commitment to their studies, since additional work is required for course completion. In all subjects but math, the honors student should have consistently maintained high grades (90% or better), have high scores (70% or above) on applicable achievement tests, have the recommendation of a teacher, and the approval of a parent. Math placement is determined using similar criteria and Orleans Hanna test scores. Honors courses carry  $\frac{1}{2}$  point in terms of quality points (i.e., an A = 4.5).

## **LATE WORK**

Students are expected to submit assigned work within the established time frame. Any student who fails to do so will receive the following penalties:

- **\*Minor Assignments (Classwork/Homework)\*:** Late work will not be accepted or graded. In rare exceptions, it may be accepted the following day with a 50% deduction in grade. Teachers should be prepared to drop a percentage

(determined in conjunction with the principal) of a students' lowest grades at the conclusion of each grading period

- **Major assignments (Essays/Projects/Presentations):** students will receive a 10 percentage point reduction per day, up to 3 days, after which the student will receive a '0' (at teacher discretion) for the assignment. If a student contacts you in writing regarding their late work, you may grant them an extension of a reasonable time (use your best judgment for this extension).

## LOCKERS

Students in grades 7<sup>th</sup> – 12<sup>th</sup> have lockers that are located in the main hallways and are assigned to the students according to grade levels. Students may place a lock upon their lockers. However, if administration deems it necessary to inspect a locked locker, or if a student places his or her lock on someone else's locker, the lock may be cut and the school will not be held responsible for replacing it. Students are expected to keep lockers clean and orderly. All personal items (book bags, jackets, etc.) are to be kept in the locker. Items left on top of the locker or on the floor will be placed in lost & found or discarded.

Lockers located at the rear of the rest rooms (locker rooms) are to be used for physical education classes and athletic teams for practice and games. Lockers in this area are not to be used for storage of school or personal belongings during the school day. Lockers are the property of the North Hills Christian School, not the student. At any time, any locker or property may be searched by the school's administration.

## LUNCH PROCEDURES

Middle school and high school students eat in the designated area in the rear of the gymnasium.

While in the eating area, students must keep noise to a minimum and display good manners. After eating, all trash should be placed in the trash receptacles. Students are responsible for cleaning up the lunch tables and sweeping the floors after lunch. Cell phones/smartwatches are not to be used at lunchtime without teacher permission. Teachers and administrators monitor student conduct in the lunch areas, hallways, and outside the school during lunch. Students are NOT permitted to leave the school grounds during lunchtime and students who drive are not permitted to go to their cars during lunch time (exception: juniors and seniors may leave campus, if parents have signed a liability waiver and agree to hold NHCS and all NHCS employees harmless of liability in case of an accident resulting in injury or death.)

## MAKE UP WORK

### Classwork/Homework Assignments

Students who are absent from school are afforded two school days for each day of absence to submit any work missed during their absence. For absences greater than 3 school days, the student should make arrangements with his/her teachers for deadlines regarding submission of missed work.

### Tests/Quizzes

Lower and middle school teachers are required to provide study guides for their tests. High school teachers are encouraged, but not required.

If a student is absent on the day of a quiz or test, and the test/quiz date was communicated in advance of the student's absence, the student must take the test/quiz on the date of their return, regardless of whether or not the class missed meets on the student's date of return. Students who are absent during review sessions prior to the test are still responsible for the material on the test, and should make arrangements to obtain any review material(s) missed.

## **PARTIES**

In order to meet the needs of many families, please seek permission from the classroom teacher before bringing candy or treats to a class.

## **TRANSCRIPTS (HIGH SCHOOL)**

When students need a copy of their transcript (academic record) for another institution (college admissions, scholarship programs, etc.), they should complete a transcript request form, including the name and complete address of the receiving institution, purpose for the transcript, and signature of the student. If the student is under the age of eighteen, the parent must sign for the release of the information. The normal processing time does not exceed seven working days. Transcripts are available to graduating seniors at no charge, but any former student who needs an official transcript will be charged a \$2.00 processing fee.

## **TRANSFER OF CREDITS TO NHCS**

North Hills Christian School will accept students who transfer from public school or another accredited private school. If a student transfers from a non-accredited school or was formerly homeschooled, the student must take entrance examinations in order to be admitted to North Hills Christian School.

North Hills Christian School will accept credits from other educational institutions and homeschool students. Courses from other institutions will appear on the student's North Hills Christian School transcripts in alignment with current NHCS current course offerings and requirements. Currently, Math is the only subject area that can be transferred in as a high school credit from 8th grade.